



ITEMS REQUIRED FOR INTRODUCTION OF CASES

1. Fully completed Petition for Investigation of a Marriage Bond for each marriage under review.
2. Fully completed questionnaire appropriate to the case under review; that is, the formal questionnaire for formal cases, the convalidation questionnaire for cases involving a convalidation, the DF questionnaire for absence or defect of form cases, the *ligamen* questionnaire for *ligamen* cases, etc.
3. Copy of civil marriage certificate for marriage under review. IF AT ALL POSSIBLE OBTAIN, ALSO, THE APPLICATION FOR THE CIVIL MARRIAGE LICENSE AND THE LICENSE from the County Clerk. For records in Texas since January, 1966, contact the Bureau of Vital Statistics, Texas Department of Health, P.O. Box 12040, Austin, TX 78711-2040, (512) 458-7111. For Dallas County, contact the County Clerk's office at Records Building, 509 Main Street, Dallas, TX 75202, (214) 653-7131.
4. Copy of complete, final, signed, certified, civil divorce decree filed in county in which divorce took place for marriage under review can be obtained from the District or Circuit Court Clerk. Records in Texas since March, 1968 can be obtained from the Bureau of Vital Statistics, Texas Department of Health, P.O. Box 12040, Austin, TX 78711-2040 (512) 458-7111; or if you know it took place in Dallas, contact the District Clerk, 600 Commerce Street, Dallas, TX 75202, (214) 653-6136.
5. Current (issued within the last six months) baptismal certificate with notations for Catholic Petitioner can be obtained from the church of baptism. Please submit the original (not a photocopy) of the recently issued certificate. (See example of a request on the back of this sheet.)**
6. Current (issued within the last six months) baptismal certificate with notations for Catholic Respondent can be obtained from the church of baptism; or the church of marriage can provide the name of the church and baptismal date from the marriage register. Please submit the original (not a photocopy) of the recently issued certificate.**
7. Catholic Church marriage certificate (issued within the last six months) for marriage under review can be obtained from church of marriage. (See sample of a request on the back of this sheet.)**
8. Copy of prenuptial papers for marriage under review can be obtained from church of marriage.**
9. Typewritten list of names and addresses of four witnesses (in addition to parents and stepparents and counselors) who are knowledgeable about the courtship and early marriage of the parties. (Include relationship to these witnesses and length of time known). Advise witnesses that they will be contacted and are to provide in-depth answers. Counselors require releases completed in the presence of a notary public.

The case, once ready for presentation, should be mailed to the Tribunal.

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PLEASE SEE BACK OF THIS FORM FOR A SAMPLE LETTER TO ASSIST YOU IN OBTAINING CATHOLIC CHURCH DOCUMENTS or SEE "RESOURCES" ON TRIBUNAL FORMS CD

On your parish letterhead

Note: If the case already is in the Tribunal, please indicate case name and number on your letter and send a copy of your letter to the Tribunal.

Date:

Complete address of church/diocese or archdiocese

Dear Sirs:

I am writing to request (*name of document you want*) for (*person's full name*) who was (*baptized/confirmed/married*) in (*city/state/country*). Would you be so kind as to assist us in getting a currently issued (*name of document you want*) with any appropriate notations for (*person full name*). The following information will assist you:

Name:
Date and Place of Birth:
Church of Sacrament:
City/State/Country of Church:
Diocese of Church:
Date of Sacrament:
Father's Name:
Mother's Name:
Bride/Groom names if marriage information

We are hopeful that you will be successful in this matter and are most grateful for your assistance.

Sincerely yours,

Your Name
Your Title

Note: This letter may be adapted with appropriate changes to request assistance with any sacramental church documents from inside and outside the United States.

The Tribunal has a sample letter for the Apostolic Nuncio, whose assistance can be requested after trying all other methods.